



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-0010

REPLY TO
ATTENTION OF:

FKJ1-J

22 MAR 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Forces Korea Policy on Space Available Travel Privileges for Non-Command Sponsored Dependents, Policy Letter # 027

1. References:

a. USCINCTRANS, msg, 251551Z Jun 99, subj, DoD 4515.13R Transportation Eligibility Waiver

b. HQ AMC, msg, 271640Z Apr 00, subj, Space Available Travel Procedures for Non-Command Sponsored Dependents (DONP00008)

c. HQ AMC, msg, 250900Z Feb 01, subj, US Forces Korea Approves Space Available Travel for Non-Command Sponsored Dependents

d. USCINCTRANS, msg, 140745Z Mar 01, subj, US Forces Korea (USFK) approves Space Available Travel for Non-Command Sponsored Dependents

2. Reference (a) announced DoD waiver of air transportation eligibility to allow non-command sponsored dependents to travel space available and the pending change to DoD 4515.13R, Air Transportation Eligibility. Reference (b) announced DoD approval of the change to DoD 4515.13R and its governing procedures. References (c) and (d) announces USFK's participation in the non-command sponsored dependent space available program.

3. Command policy:

a. Approval Authority. Brigade/Wing Commanders or headquarters staff equivalent (O-6 minimum) endorsement will be the final approval authority. The enclosed memo from the unit commander will be used for individual requests.

b. Visits. Dependent visitation is limited to active duty members serving an unaccompanied PCS overseas tour. Non-command sponsored dependents will be authorized one 30 day visit per 365 day period. Extensions will not be authorized.

c. Flights. Non-command sponsored dependents will be limited to DoD flights to and from the U.S. (including territories) and any aerial port of debarkation within the Republic of Korea. It will be the sponsor's responsibility to provide, at his/her expense,

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transportation to and from arrival/departure points. Sponsors must be aware of the potential for non-availability of space-A seating and plan accordingly based on peaks and lulls of the space-A system. Dependent travelers must have adequate funds for commercial travel back to their CONUS point of travel origination.

d. Passports/Visas. Passports are required for all dependents visiting the Republic of Korea. Visas are not required for visits of 30 days or less.

e. Lodging. Dependents may reside in the sponsor's on-base accommodations, BEQ/BOQ only, provided the provisions of local housing policy are met and prior coordination with the sponsor's respective chain of command has occurred. Billeting exists at various installations in Korea though limited to non-existent in dependent restricted areas. Sponsors should check billeting availability prior to making travel arrangements. Hotels are generally available in the vicinity of most installations on the peninsula.

f. Medical. U.S. military hospitals exist at Yongsan Army Garrison (Seoul) and Osan AB. Clinics provide health services at most other installations in Korea. The limited scope of health care facilities may impose problems for those non-command sponsored dependents currently under a doctor's care or requiring continuing medical attention. Sponsors are strongly encouraged to consider the following conditions prior to making a determination as to whether to request visitation of non-command sponsored dependents:

- (1) Prior disapproval of dependent accompanied overseas medical screening
- (2) Enrollment in the Exceptional Family Member Program (EFMP)
- (3) Open family advocacy cases
- (4) Non-routine dental care (limited orthodontic/specialized dental care)
- (5) Drug/alcohol abuse or drug related offenses
- (6) Psychiatric disorders
- (7) Pregnancy

Non-command sponsored dependents are highly encouraged to bring:

- Family medical records or a complete copy

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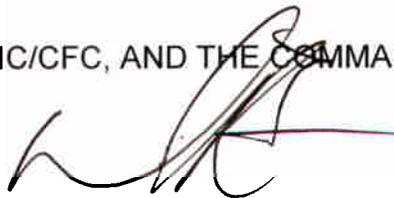
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- A supply of all prescribed medications to last the entire visit since the availability of certain pharmaceuticals may be limited. Sponsors should ensure dependents are aware of the 1-800 telephone number of the TRICARE Service Center in their region. For TRICARE assistance while in Korea contact the TRICARE Service Center claims office on Yongsan Garrison at DSN 736-7236.

4. Expanding the space available policy to allow non-command sponsored dependents travel to their sponsors unaccompanied duty location is a significant quality of life enhancement for service members stationed in Korea. Commanders at all levels should help facilitate the military member's request as much as possible. The sponsor will bear sole responsibility for the health and welfare of his/her dependents while they are visiting the Republic of Korea. On arrival of dependents, sponsors should notify their unit NEO representative as well as unit ration control representative if temporary access to commissary/exchange facilities is desired. Sponsors are encouraged to direct their dependents to U.S. State Department www.travel.state.gov and U.S. Embassy, Seoul (usembassy.state.gov/seoul) websites for the latest information on travel to Korea. We've been afforded an excellent opportunity to minimize the effects of one of the biggest complaints against short tours--family separation. The success of this program is incumbent upon all concerned being actively engaged throughout the entire process.

5. U.S. Forces Korea proponent is the J1 Policy and Programs Branch, Joint Manpower and Organizations Division, DSN 723-3237.

FOR THE COMMANDER IN CHIEF, UNC/CFC, AND THE COMMANDER USFK:



DANIEL R. ZANINI
Lieutenant General, USA
Chief of Staff

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US Air Forces Korea, ATTN: CCE, APO 96278-2047

HQ, EUSA, ATTN: EACS, APO 96205-0009

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HQ, Special Operation Command- Korea, ATTN: FKSO, APO 96205-0328

HQ, USFK/EUSA, ATTN: FK CJ, APO 96205

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HQ, USFK & EUSA, ATTN: FKSF, APO 96205-0010
SUSLAK, ATTN: FKSL, APO 96204-0033
Chief, JUSMAG-K, ATTN: MKSS-P, APO 96203-0187
Chief, J-6, JCIS Activity, ATTN: SJ-JCIS-ASB, APO 96205-0010
HQ, CFCA-PO-P, APO 96205-0028
HQ, EUSA, C-4, APO 96205-0028
HQ, ROK/US CFC, ATTN: C5, APO 96205
HQ, ROK/US, ATTN: CFC, ACofS, ATTN: CFEN, APO 96205-0028
HQ, UNCMAC, Secretariat APO 96205-0032
USA Special Forces Det-Korea, ATTN: CJ-SF, APO 96205
USA Engr Dist-Far East, ATTN: CEPOF-DE, APO 96205-0427
DISA-PAC Korea Field Office, APO 96205-0064
US Recruiting Command, Special Recruiting Station, APO 96205
19th CID Bn (TSE), ATTN: CIRG-PD, APO 96205-0077
AAFES Capital Exchange, ATTN: HR, APO 96205-0003
USA Material Command Logistics Support Activity, ATTN: AMX-LA-FE,
APO 96205-0066
USAFCS-KOREA, ATTN: FKJA, APO 96205-0084
Military Sealift Cmd Ofc, Korea, ATTN: XO, APO 96259-0264
Defense Commissary Agency Northwest Pacific Region, Korea Zone Manager,
ATTN: DECA-WP-KOR-ZM, APO 96205-0088
Defense Energy Support Center - Taegu, APO 96218-0171
Defense Logistics Agency, ATTN: DPAC-K, APO 96205-0699
Field Operation Base-Korea, APO 96205-0076
DET HQ, AFELM, ATTN: FKJ1-AFELM, APO 96205-0010
AFKN, ATTN: SFPA-AFKN, APO 96205-0097
Det 1, PACAF AIRPS, APO 96276-5000

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837th Transportation Battalion, ATTN: MTPAC-PU-A, APO 96259-0268

Combat Equipment Base –North, East Asia , APO 96212

US Army Depot Support Activity Far East, ATTN: SDSFE-PPS, APO
96205-0076

PM, TACCIMS, C/O HHC, 1st Signal Bde, APO 96205-0044

DCMAO Korea/CCF, APO 96214-5000

Far East Comm Research Element, APO 96204

SAMPLE

LETTERHEAD

Office Symbol (*Cmdr, 94th MP Battalion*)

Date

MEMORANDUM THRU (*Cmdr, 8th MP Brigade*)

FOR AIR PASSENGER TERMINAL

Subject: Space-Available Travel Authorization for Non-Command Sponsored
Dependent(s) to the Republic of Korea

1. Reference

(a) DoD 4515.13 Series

(b) HQ Air Mobility Command (AMC), msg, 250900Z Feb 01

2. Sponsors should follow the provisions outlined in the attached U.S. Forces Korea command policy.

3. The following (is) (are) non-command sponsored dependent(s) of (*Rank & Name*):

_____, (SSAN): _____
(*Duty Station/Location*) _____

LAST, FIRST MI

PASSPORT#

CURRENT LOCATION INFORMATION
(*address, city, state, zip code*)

LAST, FIRST MI	PASSPORT#	CURRENT LOCATION INFORMATION (<i>address, city, state, zip code</i>)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The above named dependent(s) are authorized to visit the Republic of Korea for
(*length of stay*) _____ days from (*date*) _____ to (*date*) _____.

5. I recommend (approval) (disapproval) of travel by DoD owned or controlled aircraft on a space-available basis accompanied (Cat 3) or unaccompanied (Cat 5) from a port in CONUS (or US Territories) to the Republic of Korea and return. This travel authorization is valid for one round trip.

Encl
USFK Policy Memo #027

(*Battalion/Squadron Cmdr signature block*)

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